

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 91-201

31 JULY 1999

Safety

AIRCRAFT MISHAP DAMAGE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements the provisions of Air Force Policy Directive (AFPD) 91-2, *Safety Programs*, and establishes the AMARC policies and procedures for aircraft mishap damage. Supporting instructions may be found in Air Force Instruction 91-204, *Investigating and Reporting US Air Force Mishaps*, and in AMARC Regulation 127-1, *AMARC Mishap Program*. It applies to primarily Aircraft Management (LA) Directorate and the Safety Office (CC-SE) but potentially to any AMARC employee.

SUMMARY OF CHANGES. It has been rewritten in the new series and format and reflects the current AMARC organization structure.

1. GENERAL. This instruction provides the guidelines, responsibilities and provisions at AMARC for identifying, reporting, validating and investigating aircraft mishaps and damage reports.

2. IDENTIFICATION OF AIRCRAFT DAMAGE.

2.1. All AMARC employees are responsible for identifying and reporting aircraft damage by calling Production Control Division, Master Scheduling Branch (LAAS), Job Control function, extension 8-8777, as soon as possible after discovering the damage.

2.2. Job Control will ensure the damage is properly documented.

3. VALIDATION OF AIRCRAFT DAMAGE.

3.1. Job Control will:

3.1.1. Document and maintain reported aircraft damage on a separate AFMC Form 958/959, **Work Control Document**; or Optional Form 27, **Two-Way Memo** to record all information on damage costs and man-hours for repair. This information will be kept with the aircraft records.

3.1.2. Maintain a log of aircraft damage incidents. The log will include aircraft mission design series (MDS), serial number (SN), AMARC production control number (PCN), date damage reported, division/branch/section/crew reporting the damage, aircraft location of damage and type of damage.

3.1.3. Coordinate with LAAS, Scheduling Function to screen and validate damage reports.

3.1.4. Notify the CC-SE and AMARC Security Office (CCS) of validated damage reports in accordance with (IAW) established LAAS procedures.

3.1.5. Forward the validated damage report to the appropriate process division, planning function, i.e., Reclamation Support Branch (LARO) for stored and reclamation aircraft; Process In Support Branch (LAIO) for process in, represervation and maintain in aircraft; and Process Out Planning Support Branch (LAOO) for process out aircraft.

3.2. The responsible function planner, upon notification of aircraft damage, will:

3.2.1. Research the aircraft records to determine if the reported damage was previously reported.

3.2.2. Notify Job Control of the status of the damage report.

4. INVESTIGATION OF AIRCRAFT DAMAGE.

4.1. CC-SE will

4.1.1. Conduct and document the damage investigation IAW AFI 91-204, *Safety Investigations and Reports*.

4.1.2. Request LA to provide estimated repair costs.

4.1.3. Use estimated repair costs to determine the level of damage reporting IAW AFI 91-204.

4.2. LA will provide estimated repair costs to CC-SE in writing within 15 workdays. The repair cost estimates will include the following information for each damaged item:

4.2.1. Part number

4.2.2. National stock number

4.2.3. Cost, if available

4.2.4. Nomenclature

4.2.5. Total estimate to repair, including labor, material and other costs including operational testing, if necessary.

4.3. The AMARC Security Officer (CCS) will investigate and determine if the aircraft damage requires security police involvement.

4.4. LAAS, Scheduler will notify Reclamation Division (LAR) personnel to mark reported damage with a dot of red paint on the aircraft at the location of the damage. The red dot indicates the damage has been reported and investigated.

OFFICIAL

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